



## **SCENIC RIM REGIONAL COUNCIL**

### **Finance Committee**

# **Agenda**

Meeting to be held in the Council Chambers

82 Brisbane Street

Beaudesert

Tuesday, 13 October 2015

Commencing at 9.00 am

All correspondence to  
Be addressed to the  
Chief Executive Officer

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# SCENIC RIM REGIONAL COUNCIL

## FINANCE COMMITTEE

### AGENDA CONTENTS

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ITEM	SUBJECT	PAGE NO
	<b>ATTENDANCE .....</b>	<b>1</b>
	<b>APOLOGIES.....</b>	<b>1</b>
	<b>DECLARATIONS OF INTEREST BY MEMBERS.....</b>	<b>1</b>
<b>1.</b>	<b>EXECUTIVE.....</b>	<b>2</b>
<b>2.</b>	<b>CHIEF FINANCE OFFICER .....</b>	<b>2</b>
2.1	Council Monthly Finance Report for September 2015 .....	2
2.2	Amendment to the 2015/2016 Register of Fees and Charges.....	5
2.3	FI0114CP Debt Policy [Closed s.275(1)(c)].....	8
<b>3.</b>	<b>REGIONAL SERVICES .....</b>	<b>9</b>
<b>4.</b>	<b>INFRASTRUCTURE SERVICES .....</b>	<b>9</b>
4.1	Provision of Civil Construction and Road Surfacing [Closed s.275(1)(e)] .....	9

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## FINANCE COMMITTEE

### AGENDA

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#### ATTENDANCE

Cr N O'Carroll, Chairperson  
Cr J C Brent, Mayor  
Cr N J Waistell  
Cr V A West, Deputy Mayor  
Cr J J Sanders  
Cr R J Stanfield  
Cr D A McInnes

#### APOLOGIES

#### DECLARATIONS OF INTEREST BY MEMBERS

#### Reception of Deputations by Appointment / Visitors

Nil

**Please note:** Agenda Items where Subject Headings are followed by [CLOSED] are to be discussed in closed session in accordance with Section 275(1) of the Local Government Regulation 2012.

**Section 275(1)** A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss-

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters, affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving it; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which public discussion would be likely to prejudice the interests of local government or someone else, or enable a person to gain financial advantage.

**1. EXECUTIVE**

Nil.

**2. CHIEF FINANCE OFFICER****2.1 Council Monthly Finance Report for September 2015**

**Executive Officer: Chief Finance Officer**

**Item Author: Chief Finance Officer**

**File Reference: 12/15/004**

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**Executive Summary**

The purpose of this report is to seek Council's endorsement of the monthly financial report for September 2015.

**Previous Council Considerations / Resolutions**

Financial reports are presented to Council on a monthly basis.

**REPORT**

The Council monthly financial report provides information on Council's actual to budget performance. The graphical representation of key performance indicators provides key summary financial information.

**Strategic Implications***Community Plan*

Theme: Open and responsive government  
Outcome: Government is transparent, invites participation and encourages constructive debate  
Priority: Streamlined, form and fair regulation of issues that matter with incentives for good practice

*Corporate Plan / Operational Plan*

Corporate Sustainability - Strategy 1  
Implement an integrated strategic planning framework across Council, which embeds performance, financial and asset management principles (including long term financial modelling and whole of life costing).

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*Budget Implications*

The indicator for Net Surplus/(Deficit) is ahead of budgeted expectations.

The indicator for Total Income is within 10% of budgeted expectations.

The indicator for Operating Expenses is within 10% of budgeted expectations.

The indicator for Capital Expenses is behind budgeted expectations by \$6.1m.

The indicator for Cash is ahead of budgeted expectations by \$8.5m.

*Legal / Statutory Implications*

Section 204 of the Local Government Regulation 2012 requires the Chief Executive Officer to present a financial report to Council on a monthly basis.

*Risks*Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- CF.2 Adoption of unrealistic corporate objectives that are beyond the financial resources of the organisation to deliver.
- CF.3 Utilisation of deficient or substandard financial management practices and subsequent decision making processes.
- CF.6 Failure to comply with statutory obligations and responsibilities.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Financial and Economic  Inaccurate or untimely management reporting	Major	Likely	High	Actual performance is reported against budget on a monthly basis to the Executive Team and Council with explanations provided on budget variances greater than \$50k and 10%	Low

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Financial and Economic  Failure to develop and implement procedures to manage cash and investments	Catastrophic	Almost certain	Extreme	Monthly investment report is provided to the Executive Team and Council that reports actual performance against investment limits	Low
Financial and Economic  Failure to manage outstanding debtors	Moderate	Almost certain	High	Monthly debtors report is provided to the Executive Team and Council including chart showing total outstanding debtors and debtors greater than 90 days overdue	Low

### Conclusion

The monthly financial report provides information on the actual to budget position at financial statement level.

### Consultation

Council's Executive Team.

### Chief Finance Officer's Recommendation

That Council endorse the Council Monthly Financial Report for September 2015.

### Attachments

1. Council Monthly Financial Report for September 2015 (attached separately).



**2.2 Amendment to the 2015/2016 Register of Fees and Charges****Executive Officer: Chief Finance Officer****Item Author: Coordinator Financial Management****File Reference: 12/08/002**

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**Executive Summary**

The purpose of this report is to request Council's approval to amend the 2015/2016 Register of Fees and Charges, effective immediately.

**Previous Council Considerations / Resolutions**

The 2015/2016 Register of Fees and Charges was adopted by Council at the Special Meeting held on 24 June 2014.

**REPORT**

Council is required to maintain a Register of Fees and Charges under the *Local Government Act 2009*. Since the adoption of the Fees and Charges, requests have been received to amend the Register as follows:

**Page 1 of 34****Right to Information Applications (set by regulation)**

Amend:

- a. Application Charges (as prescribed by the RTI Act and Regulations) from \$43.35 to \$44.85
- b. Charge for searching, processing and deciding applications per 15 minutes or part thereof from \$6.70 to \$6.95.

as per advice from the Office of the Information Commissioner on 29 June 2015.

**Page 3 of 34****Library Services (Community & Cultural Services)**

Amend:

Photocopying - Self Service (Colour) per A3 page from \$2.10 to \$2.00.

as per request from Regional Librarian on 17 June 2015.

## Strategic Implications

### *Community Plan*

Theme: Open and Responsive Government  
 Outcome: Government is transparent, invites participation and encourages constructive debate.  
 Priority: Streamlined, firm and fair regulation of issues that matter with incentives for good practice

### *Corporate Plan / Operational Plan*

Implement an integrated planning framework across Council, which embeds performance, financial asset management principles (including long term financial modelling and whole of life costing).

### *Budget Implications*

The financial effect of these amendments, based on budgeted expectations, is expected to be less than \$1,000.

### *Legal / Statutory Implications*

Council must maintain a Register of Fees and Charges in accordance with Sections 97(1) and 262(3)(c) of the *Local Government Act 2009*.

### *Risks*

#### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

CF3 Utilisation of deficient or substandard financial management practices and subsequent decision making processes.

CF6 Failure to comply with statutory obligations and responsibilities.

#### Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Legal Compliance and Liability  Failure to ensure annual budget is delivered in accordance with legislative and internal timeframes	Insignificant	Rare	Low	Register of Fees and Charges reviewed by Coordinators and Management Team	Low

**Conclusion**

Council is requested to approve the amendments to the 2015/2016 Register of Fees and Charges.

**Consultation**

Council  
Coordinator Governance and Corporate Policy  
Regional Librarian

**Chief Finance Officer's Recommendation**

That Council approve the proposed amendments to the 2015/2016 Register of Fees and Charges.

**Attachments**

Nil.

**2.3 FI0114CP Debt Policy [Closed s.275(1)(c)]****Executive Officer: Chief Finance Officer****Item Author: Chief Finance Officer****File Reference: 12/13/002; 04/15/004**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(c) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following: -

- (c) the local government's budget.

**3. REGIONAL SERVICES**

Nil.

**4. INFRASTRUCTURE SERVICES****4.1 Provision of Civil Construction and Road Surfacing [Closed s.275(1)(e)]**

**Executive Officer: Director Infrastructure Services**

**Item Author: Senior Works Engineer**

**File Reference: 12/18/004; 28/10/004**

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**Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following: -

- (e) contracts proposed to be made by it.